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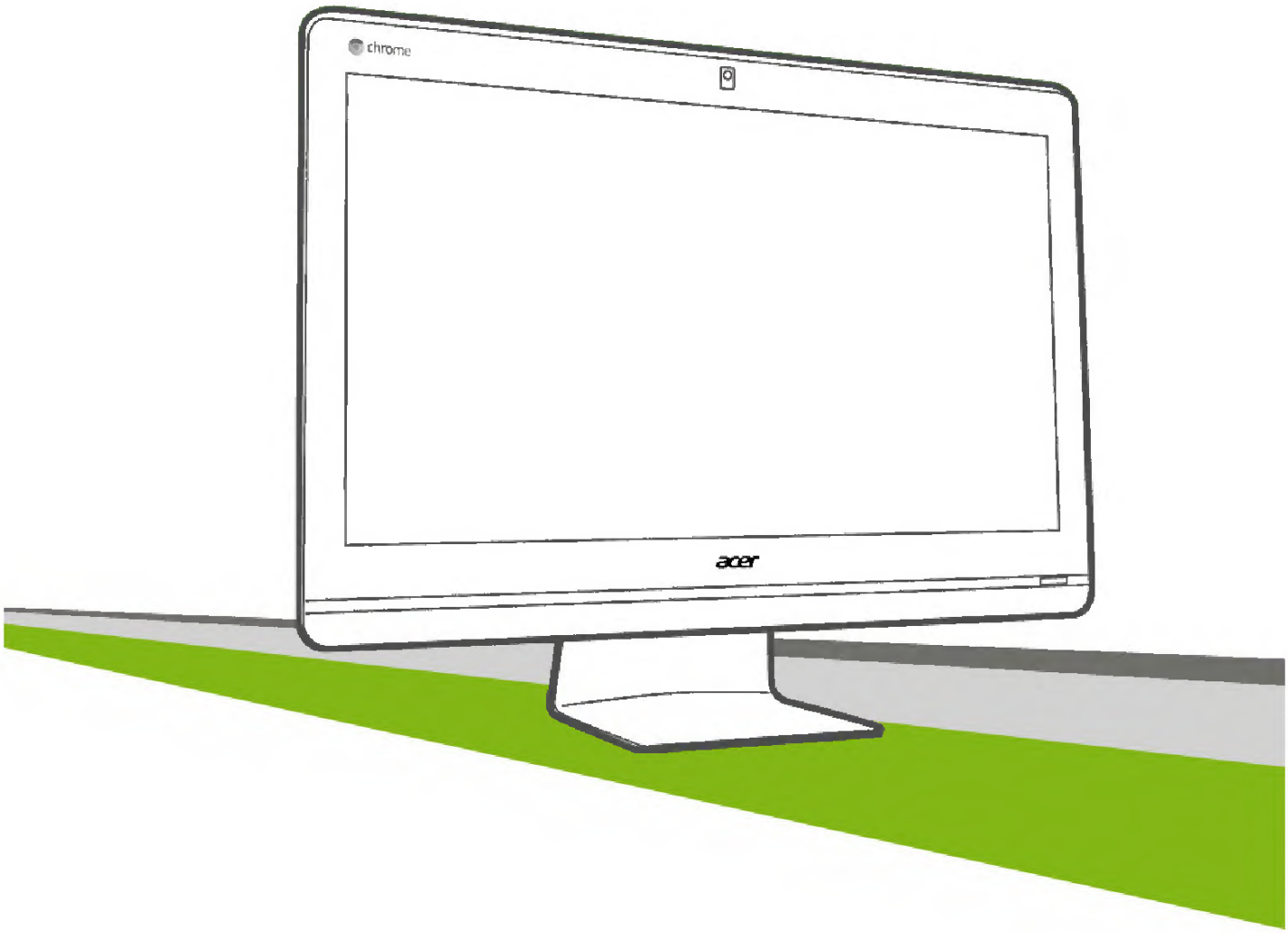
Acer Chromebase 24



User's Manual

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Acer Chromebase
Covers: Chromebase 24
This revision: March 2016

Sign up for an Acer ID and enjoy great benefits

1. Ensure you are connected to the Internet.
2. Open **www.acer.com** and select your country.
3. Select **Support** > **REGISTER A PRODUCT**.
4. Sign up for an Acer ID or sign in if you already have an Acer ID.

Register your Acer product

After we receive your product registration, you will be sent a confirmation email with important data. Keep this email in a safe place.

Manage your registered products

Once you have completed the registration process, you can log onto **account.acer.com** using your Acer ID and password to see and manage all your registered products.

Note
It may take a few days for your information to be updated to the database.

Important
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Model number: _____
Serial number: _____
Date of purchase: _____
Place of purchase: _____

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GETTING STARTED

Turn on your Chromebase

On the Chromebase, the power button is located at the lower-left corner of the screen. A "welcome" screen will appear when the Chromebase first boots up.

Select your language settings

Use the "Select your language" drop-down list to choose your default language setting. If there is more than one way to type in your language, you may be prompted to select a keyboard input method as well.

Connect to a network

Select a network from the "Select a network" list to connect to the Internet. If network access is protected, you will need an access password to connect to it.

Note

If available, we recommend you use an ethernet connection.

Accept the Terms of Service

Once connected to a network, accept the Terms of Service. Your Chromebase will then download any available system updates, so you automatically get the latest Chrome OS features.

First-time sign-in

Create a new Google Account

You can create a new Google Account if you don't already have one. Select **Create a Google Account** to set up a new account. A Google Account gives you access to useful web services developed by Google, such as Gmail, Google Drive, and Google Calendar.

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Browse as a guest

You can also use the Chromebase without a Google Account by selecting **Browse as a Guest**.

Sign in to your Google Account

If you already have a Google Account, enter your username and password in the sign-in box that appears and select the **Sign in** button.

Important

Sign in with your primary Google Account. This account will be set as the owner and is the only account that will be able to change certain Chrome settings.

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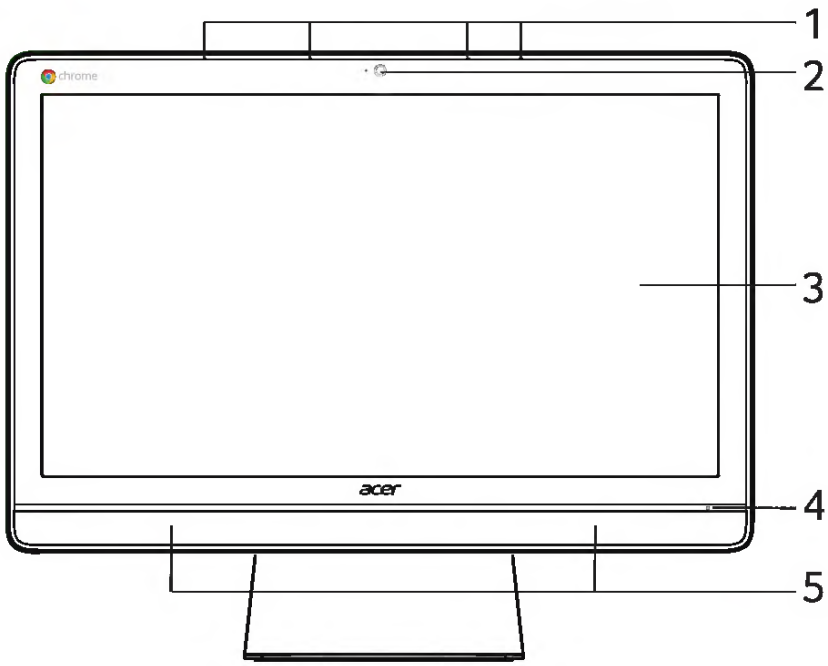
Your Acer Chromebase tour

Now that you are done setting it up, let us show you around your new Acer Chromebase.

Front view



#	Icon	Item	Description
1		Microphones	Four microphones.
2		Webcam	Web camera for video communication. *A light next to the webcam indicates that the webcam is active.*
3		Screen	Displays computer output. *Supports touch input.*
4	⏻	Power key	Turns the computer on and off.
5		Speakers	Left and right speakers deliver stereo audio output.

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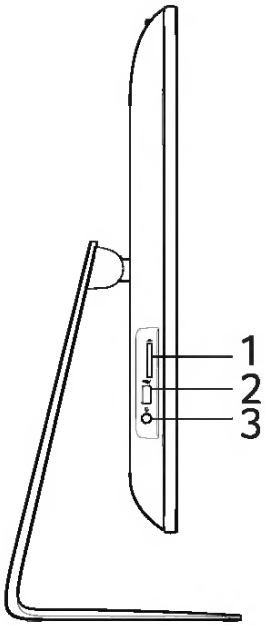
Left view



#	Icon	Item	Description
1		SD™ card reader	Accepts Secure Digital (SD™) cards. ***Note:*** *The card reader uses one card at a time.*
2	USB	USB 3.0 port with power-on/standby charging	Connect to USB devices.
3		Headset/speaker jack	Connects to audio devices (e.g., speakers, headphones), or a headset with microphone.

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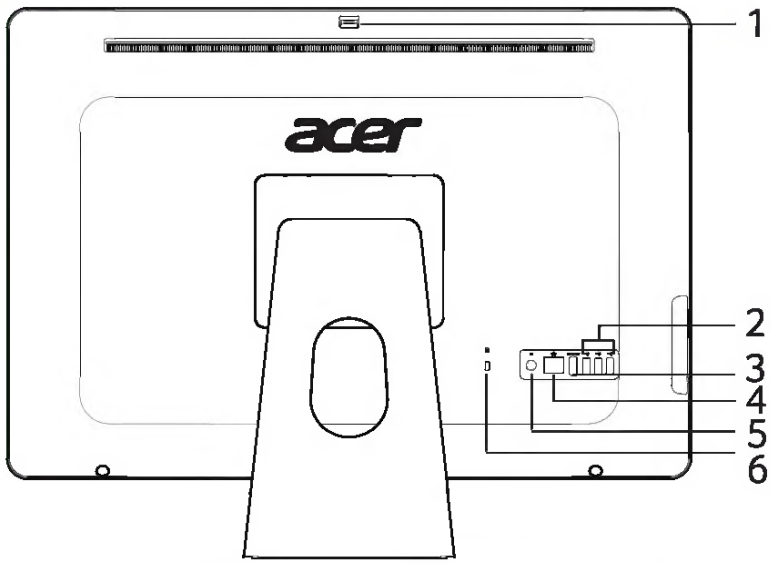
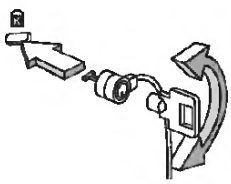
Rear view



#	Icon	Item	Description
1		Webcam adjustment tab	Adjusts the angle of the webcam.
2		USB ports	Connects to USB devices. *If a port is black it is USB 2.0 compatible, if it is blue it is also USB 3.0 compatible.*
3	HDMI	HDMI-out port	Supports high-definition digital video connections.
4		Ethernet (RJ-45) port	Connects to an Ethernet network.
5		DC-in jack	Connects to an AC adapter.
6		Kensington lock slot 	Connects to a Kensington-compatible computer security lock. ***Note:*** *Wrap the computer security lock cable around an immovable object such as a table or handle of a locked drawer. Insert the lock into the notch and turn the key to secure the lock. Some keyless models are also available.*

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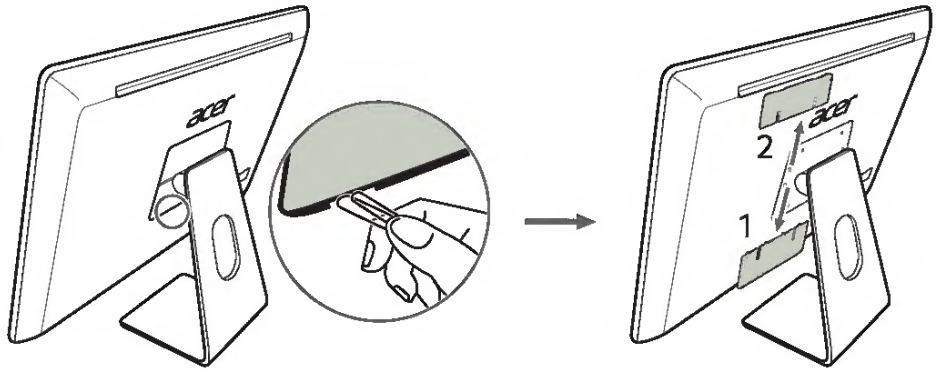
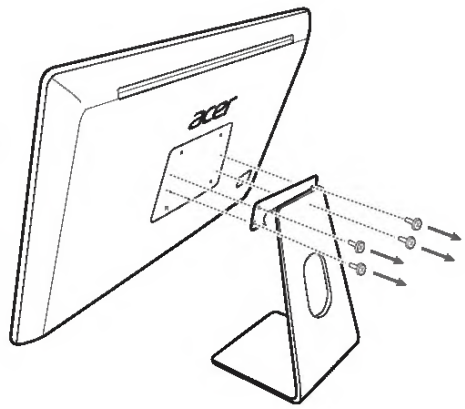
Using the VESA mount

Your Chromebase can be fitted with an optional VESA-compatible mount that allows you to mount it on a wall.

1. Use a paperclip to detach the two-piece VESA cover on the back of your Chromebase. Loosen the screws and remove the stand.





2. Attach the mount using the VESA holes on the back of your Chromebase.
3. Follow the instructions provided with the wall mount to secure your Chrombase to the wall.

Environment

- Temperature:
  - Operating: 5 °C to 35 °C
  - Non-operating: -20 °C to 65 °C
- Humidity (non-condensing):
  - Operating: 20% to 80%

Non-operating: 20% to 80%

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KEYBOARD (OPTIONAL)

Your Chromebase system may include a dedicated Chrome OS keyboard.

Function keys

The dedicated function keys each have a specific function, such as screen brightness and volume.

Icon	Function	Description
	Previous	Go to the previous page.
	Next	Go to the next page.
	Reload	Reload the current page.
	Full-screen	Open the page in full-screen mode.
	Overview	Show all windows.
	Brightness down	Decreases the screen brightness.
	Brightness up	Increases the screen brightness.
	Mute	Turns off audio output.
	Volume down	Decreases the volume.
	Volume up	Increases the volume.

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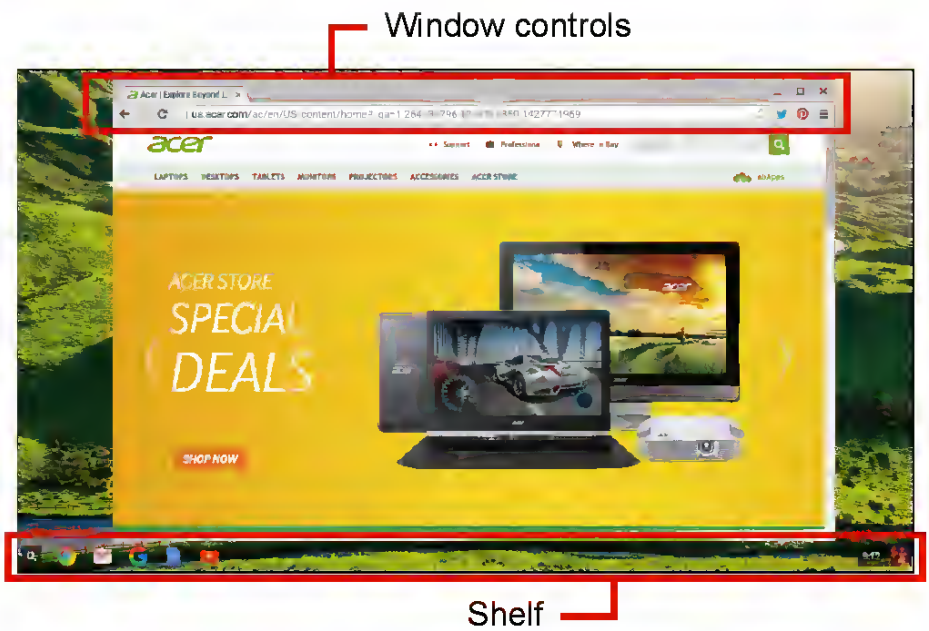
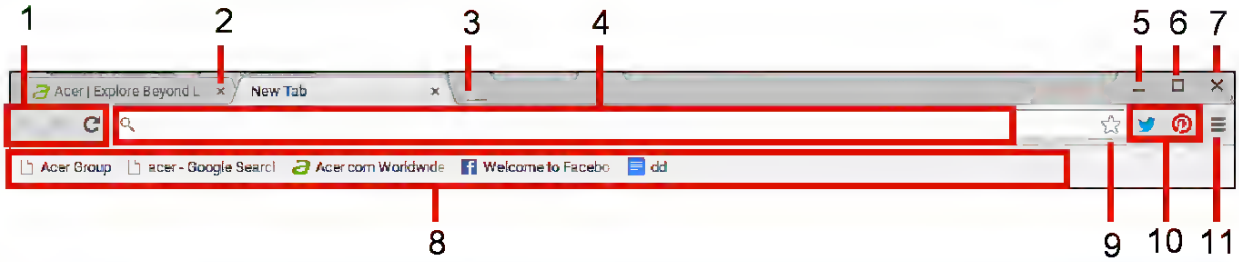
The Chrome OS Desktop



Window controls



Number	Description
1	Goes *Backward* ← and *Forward* → in the current web browsing sessions's history (closing and reopening the Chrome browser begins a new session). Select to *Reload* ↻ the current webpage.
2	Closes a tab.
3	Opens a new tab.
4	Type a web address or perform an internet search in this search box (also known as the "omnibox").
5	Minimizes the window into the desktop shelf.

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Number	Description
6	Maximizes the window to take up the entire screen. Click again to return window to previous position. Also, select and hold to display a left ❮ and right ❯ arrow next to the icon. These neatly align the window to take up half the left side of the screen or the right side, respectively.
7	Closes the entire window (tabs and all).
8	Bookmark (save) webpage links to this quick-access area called the "bookmarks bar".
9	Select to bookmark (save) a link to the currrent webpage.
10	Select to use any enabled extensions you have installed in Chrome from this extension list.
11	Select to customize and control Google Chrome.

Shelf

Note
Specifications vary. Some icons may not be applicable to your Chromebase.

Launcher

Select the **Launcher** icon to display the launcher page. This is the fastest way to search for something. Simply start typing to search the internet, your bookmarks, any files you have stored in your Google Drive, and items in the Chrome Web Store.

The Launcher page is also the place to access all your apps. Below the search box are your frequently-used apps. Simply select one to open it. To see all apps you have installed, tap **All Apps**.

Pinned apps

See **Pin an app to the shelf on page 15** and **Unpin an app from the shelf on page 15** for more information.

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Status area

The Status area enables you to see vital computer information at a glance, such as the time and Wi-Fi signal strength. Tap the **Status** area to display a box with more options.

Icon	Description	Icon	Description
	Chrome OS help		Shut down
	Lock screen		Settings
	Volume control		Wireless network connection
	Bluetooth status		

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APPS & EXTENSIONS

You can enhance your Chromebase with extra web applications (apps, for short) and features for the browser (also known as extensions). Apps work like regular software programs for desktop computers, except they run entirely on the web. Extensions provide custom features and functionality for the Chrome browser. You can find both apps and extensions through the Chrome Web Store, a site dedicated to resources developed specifically for Chromebases.

Managing apps

Note

Certain apps and browser extensions may not be available in all countries and regions. The contents and design of the Chrome Web Store may vary by region. Updates may add new categories or change how to navigate the Chrome Web Store at any time.

Installing new apps from the Chrome Web Store

1. Select the **Launcher** icon.
2. Select **All Apps** (or type "Web Store").
3. Select **Web Store**.
4. You can then browse through the app categories in the left column or search for a specific type of app using the search box.
5. When you find an app that you would like to add, select it and then select **ADD TO CHROME**.
6. A verification window will pop up, select **Add** to download and install the app, or select **Cancel**.

To open your new app, select the **Launcher**, then **All Apps** (or type the name of your new app), and then select the app.

Removing apps from Chrome OS

1. Select the **Launcher** icon.
2. Select **All Apps** (or type the name of the desired app).

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3. Tap and hold the app you want to remove.
4. Select **Remove from Chrome...** or **Uninstall**.

> **Note**
> *Some apps such as the Chrome web browser cannot be uninstalled.*

Pin an app to the shelf

1. Select the **Launcher** icon.
2. Select **All Apps** (or type the name of the desired app).
3. Locate and two-finger tap the desired app icon.
4. Select **Pin to shelf**.

To reorder the apps on the shelf, just drag them around.

Unpin an app from the shelf

1. Locate and two-finger tap the desired app icon from the shelf.
2. Select **Unpin**.

Google Drive

All files saved to your *Google Drive* are saved online and are accessible to other devices, such as your smartphone or tablet. Files saved to the *Downloads* folder are saved to your local drive and are only accessible to your Chromebase.

> **Note**
> *You must be connected to the Internet to do the following Google Drive operations.*

Difference between Drive and Files apps

Google Drive is a web-based storage service offered by Google, and the *Files* app is the onboard storage system for your Chromebase. Because your Chromebase makes heavy use of the web, you can easily access files both from *Google Drive* and those that are stored locally by using the *Files* app on your Chromebase. To use the *Files*

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app, select the *Files* icon in the apps list, or use the keyboard shortcut <Alt> + <Shift> + <M>.

This user manual uses *Google Drive* and *Files* interchangeably when giving instructions regarding accessing files.

Creating a new document

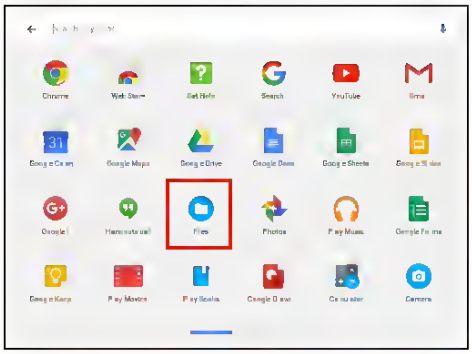
1. From the Apps list, select the **Google Drive** icon ( ).
2. Select **NEW** and select the type of document you want to create.

Note

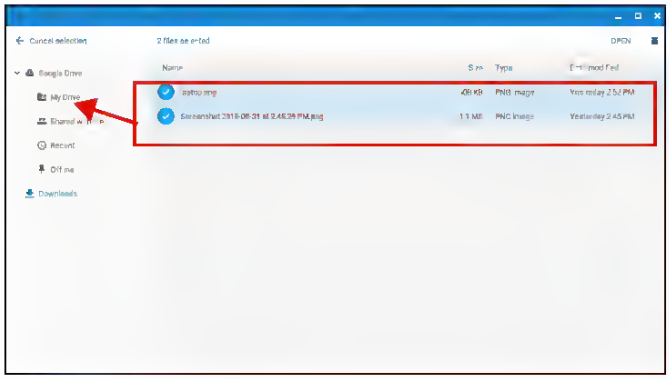
For an alternative method of creating documents, **see How to create documents on page 19**.

Sync files from Downloads to Google Drive

1. Select the **Launcher** icon.
2. Select **All Apps** (or type "Files").
3. Select the **Files** icon.



4. Select the files that you want to upload.



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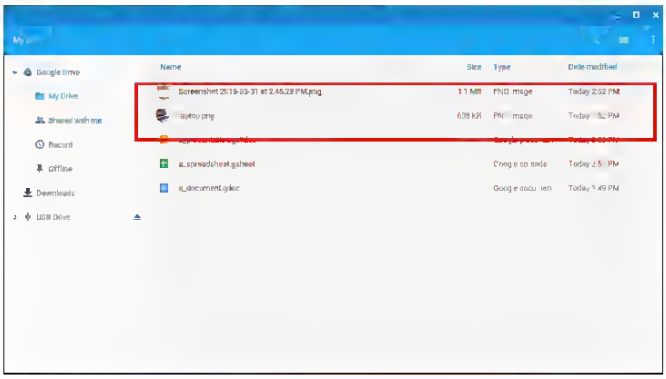
5. Drag-and-drop the files to *My Drive*.



Enable offline access to Google Drive files

You can access files stored on your Google Drive while offline, but first you must enable offline access:

1. Select the **Launcher** icon.
2. Select **All Apps** (or type "Files").
3. Select the **Files** icon and then select **My Drive**.
4. Select the file(s) you want to access offline.
5. Tap and hold to bring up the context sensitive menu and select **Available offline**. A check mark will appear to indicate the file is available offline.

Gmail

Composing an email

1. Select the **Launcher** icon.
2. Select **All Apps** (or type "Gmail").
3. Select the **Gmail** icon and then **COMPOSE**.
4. Enter the recipient's email address, the subject, and the message.
5. When you are finished composing your message, select **Send**.

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YouTube

YouTube is a video-sharing website on which users can upload, share and view videos. You can access it by doing the following:

1. Select the **Launcher** icon.
2. Select **All Apps** (or type "YouTube").
3. Select the **YouTube** icon.

Playing video or audio files

Your Chromebase has a built-in media player to play audio and video files. To play a file, double-click on an audio or video file in your *Files* app.

Media type	Supported formats
Audio / Video	.3gp, .avi, .mov, .mp4, .m4v, .m4a, .mp3, .mkv, .ogv, .ogm, .ogg, .oga, .webm, .wav

Other Supported File Types

Your Chromebase supports a number of other file formats.

File type	Supported formats
Microsoft Office files	.doc, .docx, .xls, .xlsx, .ppt (read-only), .pptx (read-only)
Images	.bmp, .gif, .jpg, .jpeg, .png, .webp
Compressed	.zip, .rar
Other	.txt, .pdf (read-only)

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CHROME OS TIPS AND TRICKS

Your Chromebase is a new type of computer that works somewhat differently than what you may be used to, so you might like to know how easy and useful things are when using it. Here are some tips and tricks.

Documents

How to create documents

1. Press the **Search** key on your keyboard, or tap the Search icon.
2. Select **All Apps** (or type "Google Docs", "Google Sheets", or "Google Slides" depending on the type of document you want to create) Create word processing files with *Google Docs*, spreadsheets with *Google Sheets*, and presentations with *Google Slides*.
3. Select **Google Docs** , **Google Sheets** , or **Google Slides** .

   That's it. You've just created a new document in a few seconds. With your new document, you can add text, insert images, change the font, make it bold, underline it, italicize it – you get the gist. Most of the formatting and other stuff you might be familiar with from other productivity suites like Microsoft Office you can do with Google Docs.

Note

For an alternative method of creating documents, **see Creating a new document on page 16**.

Finding your documents

All documents you create are saved to your *Google Drive* where they are online and accessible to other devices, such as your smartphone or tablet. To find your documents, do the following:

1. Select the **Launcher** icon.
2. Select **All Apps** (or type "Google Drive").

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3. Select the **Google Drive** icon.
4. Select **My Drive** (or whatever sub-folder you've created to put your files in).

Since your files are saved in Google Drive, they are saved online and available anywhere you have internet access. To access your files from any internet-connected computer do the following:

1. Open the computer's web browser.
2. In the browser's address bar, type "drive.google.com" (this is the *Google Drive* web address).
3. Login using your Google account username and password.
4. Select **My Drive** (or whatever folder you've created to put your files in).

How to share documents with other users

1. Select the **Share** button in the upper right corner of your document.
2. Add people by typing in their email address. The sharing option works with your Gmail contacts, so as you type your email contacts appear for you to quickly select.
3. After you select **Done** , they'll receive an email letting them know a document has been shared with them.

How to start a video chat

For all you Skype users out there, Google+ Hangouts are free video chats for up to ten people. To make a Hangouts video call, do the following:

1. Press the **Search** key on your keyboard or tap the search icon.
2. Select **All Apps** (or type "Hangouts").
3. Select the **Hangouts call** icon .
4. Type in the name or email address of a person.
5. Select the **Invite** button to start your Hangout.

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How to listen to music

1. Press the **Search** key on your keyboard or tap the search icon.
2. Select **All Apps** (or type "Play Music").
3. Select **Play Music** .

Note

Play Music may not be available in all countries and regions. Google Play's current list of country availability for apps and digital content, visit ***https://support.google.com/googleplay/answer/2843119?hl=en***

For other streaming apps like Pandora, Spotify, Rdio, Deezer and more (availability varies by country):

1. Press the **Search** key on your keyboard or tap the search icon.
2. Select **All Apps** (or type "Web Store").
3. Select **Web Store** to go to the *Chrome Web Store*.
4. Search for **Pandora** or other music apps.
5. When you find what you want, select the **ADD TO CHROME** button.

How to watch videos, TV, or movies

1. Press the **Search** key on your keyboard or tap the search icon.
2. Select **All Apps** and select one of the following options:
   a. Select **YouTube** to view a vast amount of user-uploaded videos covering nearly everything imaginable.
   b. Select **Play Movies** to watch the movies and TV shows you love.

Note

Play Movies may not be available in all countries and regions. Google Play's current list of country availability for apps and digital content, visit ***https://support.google.com/googleplay/answer/2843119?hl=en***

   c. To find more entertainment apps like Netflix, Flixster, and more (availability varies by country), select **Web Store** to go to the *Chrome Web Store*. Then, search for "Netflix" or other entertainment apps.

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Working with Microsoft Office (Word, Excel, and Powepoint) documents

Open and edit Microsoft Office files using Google's office compatibility mode

1. Press the **Search** key on your keyboard or tap the search icon.
2. Select **All Apps** (or type "Files").
3. Select the **Files** icon.
4. Double-click on any **Microsoft Office** file stored in Google Drive or on an external hard drive or USB flash drive connected to your Chromebase.

Google Chrome automatically opens and enables limited editing of the document.

Convert Microsoft Office files to Google Drive formats

1. Press the **Search** key on your keyboard or tap the search icon.
2. Select **All Apps** (or type "Files").
3. Select the **Files** icon.
4. Double-click on any **Microsoft Office** file stored in Google Drive or on an external hard drive or USB flash drive connected to your Chromebase.
5. Select **File** > **Save as Google Docs**, **Slides**, or **Sheets** (format depends on the type of document).

Export Google Drive documents as Microsoft Office files

1. Press the **Search** key on your keyboard or tap the search icon.
2. Select **All Apps** (or type "Docs").
3. Select **Google Docs**, **Sheets**, or **Slides** (depending on the document you want to create).
4. After creating the content of your document, select **File** > **Download as** and select the type of format you want to save as.
5. The file is saved to the *download* section of the *Files* app.

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Opening Microsoft Office files using Microsoft's Office Online apps from the Chrome Web Store

Another option for working with Microsoft Office files is to use Microsoft's own free web-based Office Online tools. You can download the Word Online, Excel Online, and PowerPoint Online apps from the Chrome Web Store (you'll need to create a Microsoft account if you don't already have one). Then, you can login and create files or upload files you have already created and edit them.

Note

Office Online programs save files you create exclusively to Micrsoft's own OneDrive cloud storage. Though you can download a file you create and then move it to Google Drive or a removable storage device, you cannot save it directly to those locations. Also, to work on a file you've already created, you must first upload it to OneDrive by selecting ***Open from OneDrive*** *from within whichever Office Online product you are using (you can install the OneDrive app from the Chrome Web Store as well).*

How to use your Chromebase when there's no internet

The Chrome Web Store contains useful offline apps (**see Installing new apps from the Chrome Web Store on page 14**). You're able to filter your app search by selecting the **Runs Offline** checkbox. For those times you don't have an internet connection, these apps help you stay productive and entertained. A few of the pre-installed options are described below.

Gmail Offline

Note

The first time you use Gmail Offline you MUST be connected to the internet to enable offline viewing.

1. Press the **Search** key on your keyboard or tap the search icon.
2. Select **All Apps** (or type "Gmail Offline").
3. Select the **Gmail Offline** icon.

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4. Use the app like you normally would. It'll update and send your emails the next time you log on to the internet.

Google Drive

Important

Any changes you make to a current document or any document you create while offline are saved locally on your computer and will not be seen if you open the document from Google Drive on another computer or device. The changes will only be reflected in the Google Drive online version of the document the next time you connect to the internet and access Google Drive.

1. Press the **Search** key on your keyboard or tap the search icon.
2. Select **All Apps** (or type "Google Drive").
3. Select the **Google Drive** icon.
4. Open a Google document you have already created or create one as you normally would (**see Creating a new document on page 16**). Notice the offline icon displays next to the file name reminding you that you are working on this document while not connected to the internet.
5. Make your desired changes. The next time you are online and have Google Drive open, your local changes will upload to Google Drive.

Note

If you make changes to a Google document while offline and someone else makes changes to the document as well (for example, if the document is shared with someone else), the next time you are online and have Google Drive open, your changes will merge with the other person's changes.

You can't open and access every type of file you have saved in Google Drive when there is no internet connection. To enable offline access to file types other than Google documents when offline, **see Enable offline access to Google Drive files on page 17**.

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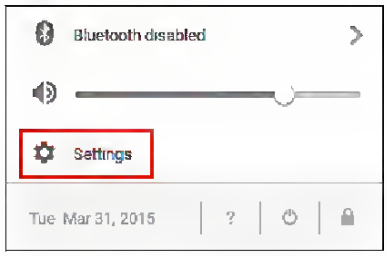
SETTINGS

Use the settings menu to adjust the various options for your Chromebase. To access the settings menu do the following:

1. Select the **Status** area of the shelf in the lower-right corner of the screen (where your account picture appears).
2. Select **Settings**.



3. To show the advanced settings, scroll to the bottom and select **Show advanced settings...**

Note
Using default settings, the Chromebase will enter hibernate mode after one hour.

Changing the language settings

1. Select the **Status** area of the shelf in the lower-right corner of the screen (where your account picture appears).
2. Select **Settings**.
3. Select **Show advanced settings...**
4. Scroll down and select **Language and input settings...**
5. Select **Add** to add additional languages.
6. To enable a language for keyboard input, under *Input Method* select the checkbox next to your desired input method.
7. Select **Done** when finished.

Changing the clock settings

You can change the time format and time zone on your Chromebase. If the date or time is incorrect on your Chromebase, try adjusting the time zone.

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To change the time zone:

1. Select the **Status** area of the shelf in the lower-right corner of the screen (where your account picture appears).
2. Select **Settings**.
3. Select **Show advanced settings...**
4. Scroll down and select the drop down box next to **Time zone**.

Customizing appearance

Customizing the wallpaper

1. Select the **Status** area of the shelf in the lower-right corner of the screen (where your account picture appears).
2. Select **Settings**.
3. Select **Set wallpaper**.
4. Select a preloaded wallpaper or select **Custom**, plus sign, and then **Choose File** to select your own image.
5. Once selected, select **OPEN**.

You can also choose **Surprise Me** to have the wallpaper change randomly.

Customizing the theme

1. Select the **Status** area of the shelf in the lower-right corner of the screen (where your account picture appears).
2. Select **Settings**.
3. Select **Get themes**.
4. You'll be taken to the *Chrome Web Store*, where you can find extra resources for the Chrome browser.
5. Once you find a theme that you'd like to try out, select it and then select **ADD TO CHROME**.

Setting up a printer

You can use the *Google Cloud Print* service to send print requests to many types of traditional cabled printer and wireless "cloud ready" printers; however, not all printers are supported.

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To learn more about *Google Cloud Print* and how to set up your printer, reference Google's own Chromebase Help to find comprehensive information on this topic. To access Chromebase Help, do the following:

1. Press the **Search** key on your keyboard or tap the search icon.
2. Select **All Apps** (or type "Get Help").
3. Select the **Get Help** icon.
4. Select **Printing**.

Updating Chrome OS

Automatic update

Each time you turn on your Chromebase, it automatically checks for updates. When an update is available, this update icon will appear in the status area. To apply the update:

1. Select the **Status** area of the shelf in the lower-right corner of the screen (where your account picture appears).
2. Select **Restart to update**.
3. Your Chromebase will shutdown and automatically restart, with the update applied.

Manual update

To manually check for an update or check what version of Chrome OS you are using:

1. Select the **Status** area of the shelf in the lower-right corner of the screen (where your account picture appears).
2. Select **Settings**.
3. At the top select **About Chrome OS**.
4. In the dialog that opens, select **Check for and apply updates**. If any updates are available, they will be displayed on the page.

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Important

Do not modify your Chromebase's hardware yourself. Doing so will cause the update function to no longer work. Please get in touch with your dealer or an authorized service center. Visit www.acer.com to find an authorized service site.

Reseting your Chromebase

There may be times when you want to reset your Chromebase (for example, removing your personal information and settings). Completely reseting your Chromebase is known as "Powerwashing", which is basically factory resetting your computer. After powerwashing, your Chromebase will look like it did out of the box (including all apps that came pre-installed). To powerwash your Chromebase, do the following:

Important

Powerwashing your Chromebase will remove all local settings, data, and programs from your hard drive. Backup any data on your hard drive that is not saved online by moving it to Google Drive and waiting for it to sync.

1. Select the **Status** area of the shelf in the lower-right corner of the screen (where your account picture appears).
2. Select **Settings**.
3. In the *Powerwash* section, select **Powerwash**.
4. Select **Restart**.

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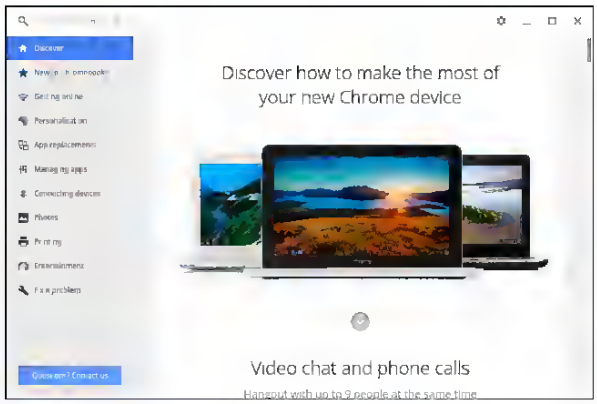
HELP

Online and offline help

Additional help is available both online and offline. *Chromebase Help* is installed on your Chromebase and doesn't require internet access. It covers basic troubleshooting as well as more detailed information about Chrome OS and using your Chomebase.



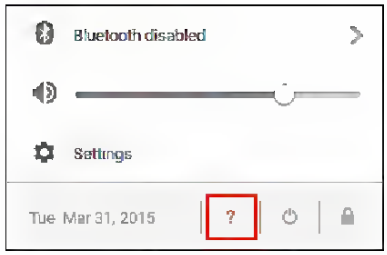
Note

Some sections in Chromebase Help have web links, which require you have internet access to view the additional information.

To access *Chromebase Help*, do the following:

1. Press the **Search** key on your keyboard or tap the search icon.
2. Select **All Apps** (or type "Get Help").
3. Select the **Get Help** icon.

Alternatively, you can access *Help* by doing the following:



1. Select the **Status** area of the shelf in the lower-right corner of the screen (where your account picture appears).
2. Select the question mark "**?**".

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INFORMATION FOR YOUR SAFETY AND COMFORT

Safety instructions

Read these instructions carefully. Keep this document for future reference. Follow all warnings and instructions marked on the product.

Turning the product off before cleaning

Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.

CAUTION for plug as disconnecting device

Observe the following guidelines when connecting and disconnecting power to the power supply unit:

Install the power supply unit before connecting the power cord to the AC power outlet.

Unplug the power cord before removing the power supply unit from the computer.

If the system has multiple sources of power, disconnect power from the system by unplugging all power cords from the power supplies.

CAUTION for Accessibility

Be sure that the power outlet you plug the power cord into is easily accessible and located as close to the equipment operator as possible. When you need to disconnect power to the equipment, be sure to unplug the power cord from the electrical outlet.

CAUTION for bundled dummy cards (only for certain models)

Your computer shipped with plastic dummies installed in the card slots. Dummies protect unused slots from dust, metal objects or other particles.
Save the dummies for use when no cards are in the slots.

Warnings

- Do not use this product near water.
- Do not place this product on an unstable cart, stand or table. If the product falls, it could be seriously damaged.

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- Slots and openings are provided for ventilation to ensure reliable operation of the product and to protect it from overheating. These openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug or other similar surface. This product should never be placed near or over a radiator or heat register, or in a built-in installation unless proper ventilation is provided.
- Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short-out parts that could result in a fire or electric shock. Never spill liquid of any kind onto or into the product.
- To avoid damage of internal components and to prevent battery leakage, do not place the product on a vibrating surface.
- Never use it under sporting, exercising, or any vibrating environment which will probably cause unexpected short current or damage rotor devices, hard disk drive, optical drive, and even exposure risk from lithium battery pack.
- The bottom surface, areas around ventilation openings and AC adapter may get hot. To avoid injury, ensure they do not come in contact with your skin or body.

Warning

Note: Reduce the risk of heat-induced injury or fire by adhering to the following:

1) Do not place the computer or AC adapter on a soft surface, such as a bed.

2) Do not rest the computer or AC adapter on your lap for extended periods.

3) Use the computer on a flat, hard surface, such as a desk.

4) Ensure that the ventilation is not obstructed.

- Your device and its enhancements may contain small parts. Keep them out of the reach of children.
- The surface temperature of the base will rise during normal operation, particularly when AC power is present. Allowing sustained contact with exposed skin can cause discomfort.

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Using electrical power

- This product should be operated from the type of power indicated on the marking label. If you are not sure of the type of power available, consult your dealer or local power company.
- Do not allow anything to rest on the power cord. Do not locate this product where people will walk on the cord.
- If an extension cord is used with this product, make sure that the total ampere rating of the equipment plugged into the extension cord does not exceed the extension cord ampere rating. Also, make sure that the total rating of all products plugged into the wall outlet does not exceed the fuse rating.
- Do not overload a power outlet, strip or receptacle by plugging in too many devices. The overall system load must not exceed 80% of the branch circuit rating. If power strips are used, the load should not exceed 80% of the power strip's input rating.
- This product's AC adapter is equipped with a three-wire grounded plug. The plug only fits in a grounded power outlet. Make sure the power outlet is properly grounded before inserting the AC adapter plug. Do not insert the plug into a non-grounded power outlet. Contact your electrician for details.

Warning

Warning! The grounding pin is a safety feature. Using a power outlet that is not properly grounded may result in electric shock and/or injury.

Note

Note: *The grounding pin also provides good protection from unexpected noise produced by other nearby electrical devices that may interfere with the performance of this product.*

- The system can be powered using a wide range of voltages: 100 to 120 or 220 to 240 V AC. The power cord included with the system meets the requirements for use in the country/region where the system was purchased. Power cords for use in other countries/ regions must meet the requirements for that country/region. For more information on power cord requirements, contact an authorized reseller or service provider.

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Product servicing

Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points or other risks. Refer all servicing to qualified service personnel.

Unplug this product from the wall outlet and refer servicing to qualified service personnel when:

- The power cord or plug is damaged, cut or frayed.
- Liquid was spilled into the product.
- The product was exposed to rain or water.
- The product has been dropped or the case has been damaged.
- The product exhibits a distinct change in performance, indicating a need for service.
- The product does not operate normally after following the operating instructions.

Note

Note: *Adjust only those controls that are covered by the operating instructions, since improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal condition.*

Guidelines for safe battery usage

This device uses a Lithium-ion battery. Do not use it in a humid, wet or corrosive environment. Do not put, store or leave your product in or near a heat source, in a high temperature location, in strong direct sunlight, in a microwave oven or in a pressurized container, and do not expose it to temperatures over 60° C (140° F). Failure to follow these guidelines may cause the battery to leak acid, become hot, explode or ignite and cause injury and/or damage. Do not pierce, open or disassemble the battery. If the battery leaks and you come into contact with the leaked fluids, rinse thoroughly with water and seek medical attention immediately. For safety reasons, and to prolong the lifetime of the battery, charging will not occur at temperatures below 0° C (32° F) or above 40° C (104° F).

The full performance of a new battery is achieved only after two or three complete charge and discharge cycles. The battery can be charged and discharged hundreds of times, but it will eventually wear

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out. When the operation time becomes noticeably shorter than normal, buy a new battery.
Use only the approved batteries, and recharge your battery only with the approved chargers designated for this device.

Use the battery only for its intended purpose. Never use any charger or battery that is damaged. Do not short-circuit the battery. Accidental short-circuiting can occur when a metallic object such as a coin, clip or pen causes direct connection of the positive (+) and negative (-) terminals of the battery. (These look like metal strips on the battery.) This might happen, for example, when you carry a spare battery in your pocket or purse. Short-circuiting the terminals may damage the battery or the connecting object.

The capacity and lifetime of the battery will be reduced if the battery is left in hot or cold places, such as in a closed car in summer or winter. Always try to keep the battery between 15° C and 25° C (59° F and 77° F). A device with a hot or cold battery may not work temporarily, even when the battery is fully charged. Battery performance is especially limited in temperatures well below freezing.

Do not dispose of batteries in a fire as they may explode. Batteries may also explode if damaged. Dispose of batteries according to local regulations. Please recycle when possible. Do not dispose as household waste.

Wireless devices may be susceptible to interference from the battery, which could affect performance.

Replacing the battery pack

The device uses lithium batteries. Replace the battery with the same type as that which came bundled with your product. Use of another battery may present a risk of fire or explosion.

Warning

Warning! Batteries may explode if not handled properly. Do not disassemble or dispose of them in fire. Keep them away from children. Follow local regulations when disposing of used batteries.

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Radio frequency interference

Warning

Warning! For safety reasons, turn off all wireless or radio transmitting devices when using your laptop under the following conditions. These devices may include, but are not limited to: wireless LAN (WLAN), Bluetooth and/or 3G.

Remember to follow any special regulations in force in any area, and always switch off your device when its use is prohibited or when it may cause interference or danger. Use the device only in its normal operating positions. This device meets RF (Radio Frequency) exposure guidelines when used normally. It should not contain metal and you should position the device the above-stated distance from your body. To successfully transmit data files or messages, this device requires a good quality connection to the network. In some cases, transmission of data files or messages may be delayed until such a connection is available. Ensure that the above separation distance instructions are followed until the transmission is completed. Parts of the device are magnetic. Metallic materials may be attracted to the device, and persons with hearing aids should not hold the device to the ear with the hearing aid. Do not place credit cards or other magnetic storage media near the device, because information stored on them may be erased.

Medical devices

Operation of any radio transmitting equipment, including wireless phones, may interfere with the functionality of inadequately protected medical devices. Consult a physician or the manufacturer of the medical device to determine if they are adequately shielded from external RF energy or if you have any questions. Switch off your device in health care facilities when any regulations posted in these areas instruct you to do so. Hospitals or health care facilities may be using equipment that could be sensitive to external RF transmissions.

Pacemakers. Pacemaker manufacturers recommend that a minimum separation of 15.3 centimeters (6 inches) be maintained between wireless devices and a pacemaker to avoid potential interference with the pacemaker. These recommendations are consistent with the independent research by and recommendations of Wireless

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Technology Research. Persons with pacemakers should do the following:

- Always keep the device more than 15.3 centimeters (6 inches) from the pacemaker
- Not carry the device near your pacemaker when the device is switched on.
  If you suspect interference, switch off your device, and move it.

Hearing aids. Some digital wireless devices may interfere with some hearing aids. If interference occurs, consult your service provider.

Vehicles

RF signals may affect improperly installed or inadequately shielded electronic systems in motor vehicles such as electronic fuel injection systems, electronic anti-skid (anti-lock) braking systems, electronic speed control systems, and air bag systems. For more information, check with the manufacturer, or its representative, of your vehicle or any equipment that has been added. Only qualified personnel should service the device, or install the device in a vehicle. Faulty installation or service may be dangerous and may invalidate any warranty that may apply to the device. Check regularly that all wireless equipment in your vehicle is mounted and operating properly. Do not store or carry flammable liquids, gases, or explosive materials in the same compartment as the device, its parts, or enhancements. For vehicles equipped with an air bag, remember that air bags inflate with great force. Do not place objects, including installed or portable wireless equipment in the area over the air bag or in the air bag deployment area. If in-vehicle wireless equipment is improperly installed, and the air bag inflates, serious injury could result. Using your device while flying in aircraft is prohibited. Switch off your device before boarding an aircraft. The use of wireless teledevices in an aircraft may be dangerous to the operation of the aircraft, disrupt the wireless telephone network, and may be illegal.

Potentially explosive environments

Switch off your device when in any area with a potentially explosive atmosphere and obey all signs and instructions. Potentially explosive atmospheres include areas where you would normally be advised to

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turn off your vehicle engine. Sparks in such areas could cause an explosion or fire resulting in bodily injury or even death. Switch off the device at refueling points such as near gas pumps at service stations. Observe restrictions on the use of radio equipment in fuel depots, storage, and distribution areas; chemical plants; or where blasting operations are in progress. Areas with a potentially explosive atmosphere are often, but not always, clearly marked. They include below deck on boats, chemical transfer or storage facilities, vehicles using liquefied petroleum gas (such as propane or butane), and areas where the air contains chemicals or particles such as grain, dust or metal powders. Do not switch the device on when wireless phone use is prohibited or when it may cause interference or danger.

Emergency calls

Warning

Warning: You cannot make emergency calls through this device. To make an emergency call you shall dial out through your mobile phone or other telephone call system.

Disposal instructions

Do not throw this electronic device into the trash when discarding.

To minimize pollution and ensure utmost protection of the global environment, please recycle. For more information on the Waste from Electrical and Electronics Equipment (WEEE) regulations, visit **www.acer-group.com/public/Sustainability/sustainability01.htm**.

ENERGY STAR

Acer's ENERGY STAR qualified products save your money by reducing energy cost and protecting the environment without sacrificing features or performance. Acer is proud to offer our customers products with the ENERGY STAR mark.

What is ENERGY STAR?

Products that are ENERGY STAR qualified use less energy and prevent greenhouse gas emissions by meeting strict energy efficiency

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guidelines set by the U.S. Environmental Protection Agency. Acer is committed to offering products and services worldwide that help customers save money, conserve energy and improve the quality of our environment. The more energy we can save through higher energy efficiency, the more we reduce greenhouse gases and the risks of climate change. More information refers to **www.energystar.gov** or **www.energystar.gov/powermanagement**.

Acer ENERGY STAR qualified products: (only for certain models)

- Produce less heat and reduce cooling loads, and warmer climates.
- Automatically go into "display sleep" and "computer sleep" mode after 10 and 30 minutes of inactivity respectively.
- Wake the computer from sleep mode by pushing keyboard or moving mouse.
- Computers will save more than 80% energy at "sleep" mode.

ENERGY STAR is only available for certain models and have the ENERGY STAR certification mark on the palm rest.

ENERGY STAR and the ENERGY STAR mark are registered U.S. marks

Tips and information for comfortable use

Computer users may complain of eyestrain and headaches after prolonged use. Users are also at risk of physical injury after long hours of working in front of a computer. Long work periods, bad posture, poor work habits, stress, inadequate working conditions, personal health and other factors greatly increase the risk of physical injury.

Incorrect computer usage may lead to carpal tunnel syndrome, tendonitis, tenosynovitis or other musculoskeletal disorders. The following symptoms may appear in the hands, wrists, arms, shoulders, neck or back:

- Numbness, or a burning or tingling sensation.
- Aching, soreness or tenderness.
- Pain, swelling or throbbing.
- Stiffness or tightness.
- Coldness or weakness.

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If you have these symptoms, or any other recurring or persistent discomfort and/or pain related to computer use, consult a physician immediately and inform your company's health and safety department.

The following section provides tips for more comfortable computer use.

Finding your comfort zone

Find your comfort zone by adjusting the viewing angle of the monitor, using a footrest, or raising your sitting height to achieve maximum comfort. Observe the following tips:

- Refrain from staying too long in one fixed posture.
- Avoid slouching forward and/or leaning backward.
- Stand up and walk around regularly to remove the strain on your leg muscles.
- Take short rests to relax your neck and shoulders.
- Avoid tensing your muscles or shrugging your shoulders.
- Install the external display, keyboard and mouse properly and within comfortable reach.
- If you view your monitor more than your documents, place the display at the center of your desk to minimize neck strain.

Taking care of your vision

Long viewing hours, wearing incorrect glasses or contact lenses, glare, excessive room lighting, poorly focused screens, very small typefaces and low-contrast displays could stress your eyes. The following sections provide suggestions on how to reduce eyestrain.

Eyes

- Rest your eyes frequently.
- Give your eyes regular breaks by looking away from the monitor and focusing on a distant point.
- Blink frequently to keep your eyes from drying out.

Display

- Keep your display clean.
- Keep your head at a higher level than the top edge of the display so your eyes point downward when looking at the middle of the display.

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- Adjust the display brightness and/or contrast to a comfortable level for enhanced text readability and graphics clarity.
- Eliminate glare and reflections by:
  - placing your display in such a way that the side faces the window or any light source
  - minimizing room light by using drapes, shades or blinds
  - using a task light
  - changing the display's viewing angle
  - using a glare-reduction filter
  - using a display visor, such as a piece of cardboard extended from the display's top front edge
- Avoid adjusting your display to an awkward viewing angle.
- Avoid looking at bright light sources for extended periods of time.

Developing good work habits

The following work habits make computer use more relaxing and productive:

- Take short breaks regularly and often.
- Perform some stretching exercises.
- Breathe fresh air as often as possible.
- Exercise regularly and maintain a healthy body.

Warning

Warning! We do not recommend using the computer on a couch or bed. If this is unavoidable, work for only short periods, take breaks regularly, and do some stretching exercises.

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REGULATIONS AND SAFETY NOTICES

FCC NOTICE

This device has been tested and found to comply with the limits for a Class B digital device pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This device generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this device does cause harmful interference to radio or television reception, which can be determined by turning the device off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the device and receiver.
- Connect the device into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/television technician for help.

NOTICE: SHIELDED CABLES

All connections to other computing devices must be made using shielded cables to maintain compliance with FCC regulations.

NOTICE: PERIPHERAL DEVICES

Only peripherals (input/output devices, terminals, printers, etc.) certified to comply with the Class B limits may be attached to this equipment. Operation with non-certified peripherals is likely to result in interference to radio and TV reception.

CAUTION

Changes or modifications not expressly approved by the manufacturer could void the user's authority, which is granted by the Federal Communications Commission, to operate this computer.

OPERATION CONDITIONS

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

NOTICE: CANADIAN USERS

This Class B digital apparatus complies with Canadian ICES-003.

REMARQUE À L'INTENTION DES UTILISATEURS CANADIENS

Cet appareil numérique de la classe B est conforme a la norme NMB-003 du Canada.

DECLARATION OF CONFORMITY FOR EU COUNTRIES

Hereby, Acer, declares that this PC series is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.

COMPLIANT WITH RUSSIAN REGULATORY CERTIFICATION

ME61

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LCD PIXEL STATEMENT

The LCD unit is produced with high-precision manufacturing techniques. Nevertheless, some pixels may occasionally misfire or appear as black or red dots. This has no effect on the recorded image and does not constitute a malfunction.

RADIO DEVICE REGULATORY NOTICE

- ***Note**: Below regulatory information is for models with wireless LAN and / or Bluetooth only.*

GENERAL

To prevent radio interference to the licensed service, this device is intended to be operated indoors.

This product complies with the radio frequency and safety standards of any country or region in which it has been approved for wireless use. Depending on configurations, this product may or may not contain wireless radio devices (such as wireless LAN and/or Bluetooth modules). Below information is for products with such devices.

EUROPEAN UNION (EU)

R&TTE Directive 1999/5/EC as attested by conformity with the following harmonized standard:

1. Article 3.1(a) Health and Safety
   - EN60950-1
   - EN62311
2. Article 3.1(b) EMC
   - EN301 489-1
3. Article 3.2 Spectrum Usages
   - EN300 328
   - EN301 893 (Applicable to 5 GHz high performance RLAN)

LIST OF APPLICABLE COUNTRIES

EU member states as of July 2009 are: Belgium, Denmark, Germany, Greece, Spain, France, Ireland, Italy, Luxembourg, the Netherlands, Austria, Portugal, Finland, Sweden, United Kingdom, Estonia, Latvia, Lithuania, Poland, Hungary, Czech Republic, Slovak Republic, Slovenia, Cyprus, Malta, Bulgaria and Romania. Usage is allowed in the countries of European Union, as well as Norway, Switzerland, Iceland and Liechtenstein. This device must be used in strict accordance with the regulations and constraints in the country of use. For further information, please contact local office in the country of use. Please see **ec.europa.eu/enterprise/rtte/implem.htm** for the latest country list.

THE FCC RF SAFETY REQUIREMENT

The radiated output power of the wireless LAN Mini PCI Card and Bluetooth card is far below the FCC radio frequency exposure limits. Nevertheless, the PC series shall be used in such a manner that the potential for human contact during normal operation is minimized as follows:

1. This device is restricted to indoor use due to its operation in the 5.15 to 5.25 GHz frequency range. FCC requires this product to be used indoors for the frequency range 5.15 to 5.25 GHz to reduce the potential for harmful interference to co-channel Mobile Satellite systems.
2. High power radar is allocated as the primary user of the 5.25 to 5.35 GHz and 5.65 to 5.85 GHz bands. These radar stations can cause interference with and/or damage this device.

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3. An improper installation or unauthorized use may cause harmful interference to radio communications. Also any tampering of the internal antenna will void the FCC certification and your warranty.

CANADA — LOW-POWER LICENSE-EXEMPT RADIO COMMUNICATION DEVICES (RSS-210)

EXPOSURE OF HUMANS TO RF FIELDS (RSS-102)

The computer employs low gain integral antennas that do not emit RF field in excess of Health Canada limits for the general population; consult Safety Code 6, obtainable from Health Canada's website at www.hc-sc.gc.ca/rpb. This device complies with RSS210 of Industry Canada.
This Class B digital apparatus complies with Canadian ICES-003, Issue 4, and RSS-210, No 4 (Dec 2000) and No 5 (Nov 2001).
"To prevent radio interference to the licensed service, this device is intended to be operated indoors and away from windows to provide maximum shielding. Equipment (or its transmit antenna) that is installed outdoors is subject to licensing." Cet appareil numérique de la classe B est conforme à la norme NMB-003, No. 4, et CNR-210, No 4 (Dec 2000) et No 5 (Nov 2001).
« Pour empêcher que cet appareil cause du brouillage au service faisant l'objet d'une licence, il doit être utilisé a l'intérieur et devrait être placé loin des fenêtres afin de fournir un écran de blindage maximal. Si le matériel (ou son antenne d'émission) est installé à l'extérieur, il doit faire l'objet d'une licence.
Caution: When using IEEE 802.11a wireless LAN, this product is restricted to indoor use due to its operation in the 5.15- to 5.25-GHz frequency range. Industry Canada requires this product to be used indoors for the frequency range of 5.15 GHz to 5.25 GHz to reduce the potential for harmful interference to co-channel mobile satellite systems. High power radar is allocated as the primary user of the 5.25 to 5.35 GHz and 5.65 to 5.85-GHz bands. These radar stations can cause interference with and/or damage to this device.
The maximum allowed antenna gain for use with this device is 6 dBi in order to comply with the E.I.R.P limit for the 5.25 to 5.35 and 5.725 to 5.85 GHz frequency range in point-to-point operation.

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